

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF GEORGIA**

**Vacancy Announcement #2003-13**

**Position:** Human Resources Specialist

**Location:** Savannah, Georgia

**Starting/Developmental Salary Range:** CL 25 (\$31,149 - \$38,936) depending upon qualifications  
Potential salary progression to CL 26/27 without further competition

**Closing Date:** Open until filled

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**Position Overview:**

The Savannah Clerk's Office is seeking applicants for a temporary indefinite appointment as a Human Resources Specialist. The incumbent provides the full range of human resources management services and advice to the Court including planning, developing, and implementing human resources policies, procedures, rules, regulations and programs for the Bankruptcy Court. The incumbent is a member of the management team and reports to the Chief Deputy Clerk.

**Representative Duties:**

Reviews, researches, develops, recommends, and implements human resources policies for the Bankruptcy Court.

Advises senior managers on human resources matters.

Measures, documents, and tracks the effectiveness of the human resources programs.

Ensures the human resources office practices are in compliance with policies, procedures and regulations. Maintains the Court's Human Resources Manual.

Implements orientation programs for new employees, judges staff and managers/supervisors. Travel may be required to assist in implementing human resources programs.

Analyzes, evaluates, and conducts studies to assist in formulating appropriate course of action for human resources issues.

Ensures proper procedures are followed regarding appointment, promotion, and terminations.

Develops and conducts training on issues pertaining to human resources policies and procedures, changes affecting benefits and/or other program areas.

Develops and administers recruitment and selection of applicants for employment. Screens, tests, and schedules interviews of candidates. Assists judicial officers and management staff in recruiting, selecting, and appraising staff.

Develops, implements and administers performance appraisal system.

Develops, administers, and documents grievance and adverse action procedures.

Consistently administers the classification standards under the Court Personnel System and Judiciary Salary Plan. Participates in updating and developing new position descriptions. Advises court managers on application of relevant classification standards.

Develops budget projections and staffing scenarios using CCMS (Cost Control Monitoring System) allotments and reports.

Provides recommendations for alternate organizational structures.

Administers existing benefit programs for the Court. Provides advice and assistance to employees and managers in federal benefits areas, including health and life insurance, and retirement.

Administers EEO programs. Monitors and documents policies consistent with EEO guidelines. Prepares EEO reports.

Develops and administers employee recognition program.

Processes personnel and payroll actions (appointments, promotions, separations, terminations, adverse actions, within-grade increases, and quality step increases) in timely fashion.

Maintains all human resources records, including payroll and leave records. Prepares periodic reports for Clerk of Court, Chief Deputy and/or the Administrative Office of the United States Courts.

Performs other duties as may be assigned.

**Qualifications:**

To qualify for the position of Human Resources Specialist, a candidate must possess excellent written and oral communication skills, organizational, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail, friendly and customer focused attitude, and the ability to handle a wide range of program areas. This position requires total confidentiality at all times.

**Required**

A minimum of three years of specialized experience in administering programs and enforcing procedures in a Human Resources department/setting. This experience must have included at least three of the following areas: recruitment and staffing, classification, performance management, employee relations, payroll & benefits administration, and/or organizational development. Experience in computerized human resources functions and records management. Travel to divisional office(s) is required.

**Preferred**

Bachelor's degree in Human Resources Management, or closely related field. An additional three years of specialized experience in administering programs and enforcing procedure in a Human Resources department/setting. Prior court experience is preferred.

**Information for Applicants:**

Employees of the United States Bankruptcy Court are "AT WILL" employees and are required to adhere to a Code of Conduct.

- ◆ The best suited applicants meeting the needs of the court will be selected;
- ◆ All appointees are required to be in a one-year probationary status.
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may offer without prior written or other notice;
- ◆ Duty station assignments are at the discretion of the Clerk of Court;
- ◆ In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
- ◆ Relocation and/or travel expenses will not be reimbursed;
- ◆ Candidates may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level;
- ◆ Applicants **must** be a U. S. Citizen or eligible to work in the United States;
- ◆ A mandatory electronic direct deposits of salary payments are required;

**Application Procedures:**

To be considered applicants must submit a narrative statement addressing each factor listed below. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties and responsibilities for the position:

- 1) Describe the progressively responsible administrative experience which has provided you with a thorough knowledge and understanding of human resources management practices.
- 2) The progressively responsible administrative experience required for this position must have included at least three of the following functional areas: Recruitment, staffing, classification, performance management, employee relations, payroll and benefits administration, and/or organizational development. Describe the three areas in which you have the most experience. Give a specific example(s) for each functional area.

**Submit resume, narrative statement, three (3) professional references, and verification of current salary to:**

***United States Bankruptcy Court  
Attn: Chief Deputy Clerk  
Confidential Announcement # 2003-13  
P. O. Box 8347  
Savannah, Georgia 31412  
or  
Fax to: 912-650-4090***

**Incomplete applications will not be considered**

**No telephone or electronic inquiries will be permitted.**

**AN EQUAL OPPORTUNITY EMPLOYER**